# INSTRUCTIONS ON HOW TO GAIN ACCESS TO CSAW – NEW USERS

This document will give you instructions on how to gain access to the Childcare Administration on the Web (CSAW) system.

Make sure that you follow the instructions carefully to prevent errors.

Step by step instructions:

Log onto https://www.dwd.state.wi.us/accountmanagement/. The DWD/Wisconsin Logon Management System Homepage will display. Later, once you have a DWD/Wisconsin Logon, you may use this page to change your password or information about yourself. Click on the "Self Registration" link under the heading 'SIGN UP FOR YOUR DWD/WISCONSIN LOGON'
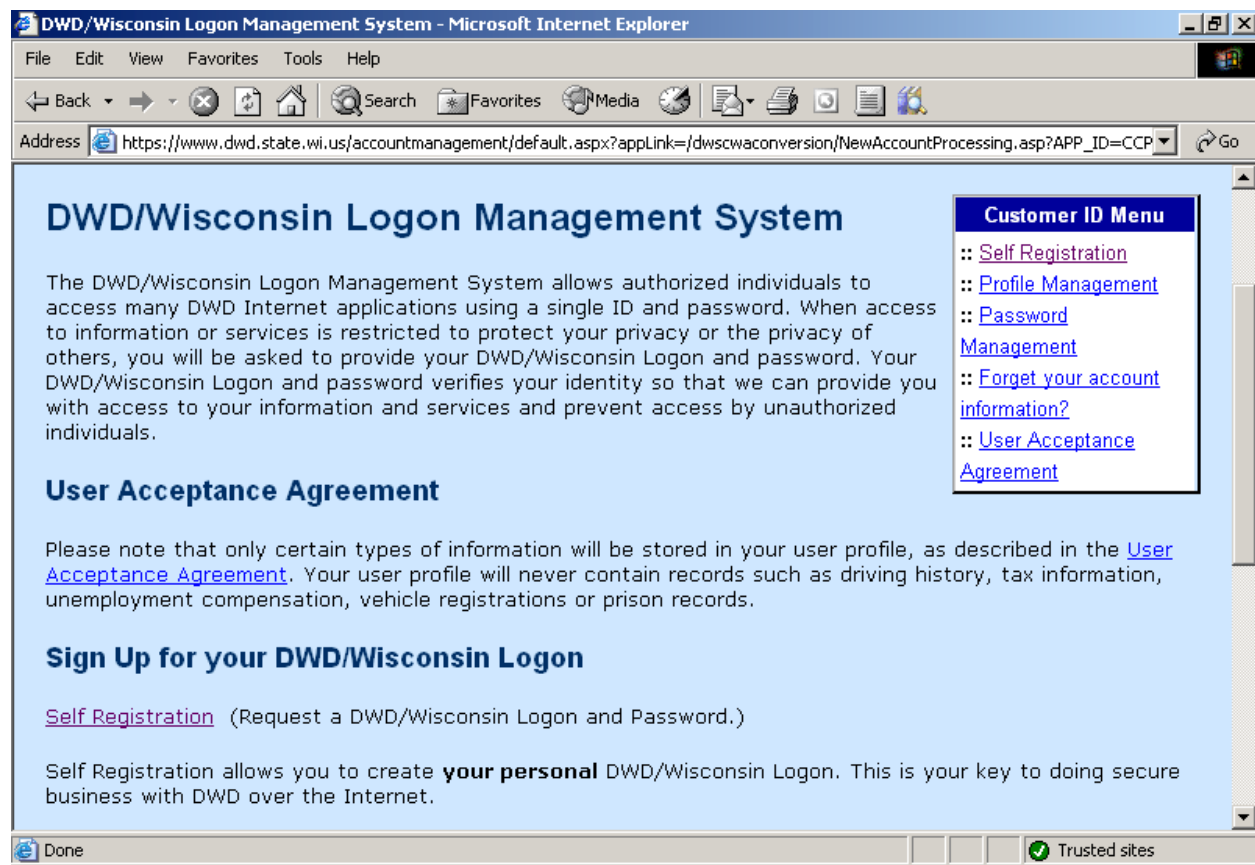
The Self Registration page will display. Read all the information on the page, including the User Acceptance Agreement in the scroll down box. After you have read the Agreement and agree to the terms for using CSAW, click on ACCEPT to continue. NOTE: If you do not agree to the terms, click on DECLINE. In that case, you will not be able to use CSAW.

After accepting the user acceptance agreement, the Account Creation page will display. Fill in your personal information under Profile Information. Make sure you enter your email address accurately. You will be notified by email once your access has been approved. Under Account Information, create a Logon (user) ID that is easy for you to remember. **Note**: If you have a CARES ID, you should use it for CSAW. Create a password and enter it twice. In the section titled Logon ID / Password Recovery, enter a secret question and answer. This may be used by help desk staff to identify you if you need a password reset, so select a question to which you will always remember the answer if asked. For example, the question might ask the name of your first dog. At the bottom left of the page you will see a number. Type it in the box to the bottom right of the page. When you have entered all information on the page, click on SUBMIT.

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Account Creation

*Indicates Required Field

Profile Information

First Name		*
Middle Initial		
Last Name		*
Suffix	▼	

E-Mail address is strongly encouraged so we can contact you in case of problems or changes.

E-Mail		
Phone	ie. 6085551234 ext.	

Mailing Address

Street Address		
City		
State/Province	▼	
Zip Code	–	

Account Information

Your Logon ID must be between 5-20 characters and **CAN** be a combination of letters and numbers. Your Logon ID must not contain spaces or special characters.

Logon ID		*

Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ sign). Passwords are case sensitive. Your Password cannot contain the Logon ID.

Password Tips

Password		*
Re-enter Password		*

Logon ID/Password Recovery
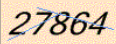
Enter a question and answer for use if you forget your DWD/Wisconsin Logon ID or Password. Your Secret Question and Secret Answer cannot contain your password.

Secret Question and Answer Tips

Secret Question		*
Secret Answer		*

Verification

This step helps prevent automated registrations.
If you cannot see the number below click here.

27864	Please enter the number as it is shown in the box to the left.	*

[Submit]   [Reset]

After submitting the Account Creation page, the Account Confirmation page will display. This tells you that you have been successful in creating an account.

Account Creation - DWD/Wisconsin Logon Management System - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Address https://www.dwd.state.wi.us/accountmanagement/accountcreation.aspx

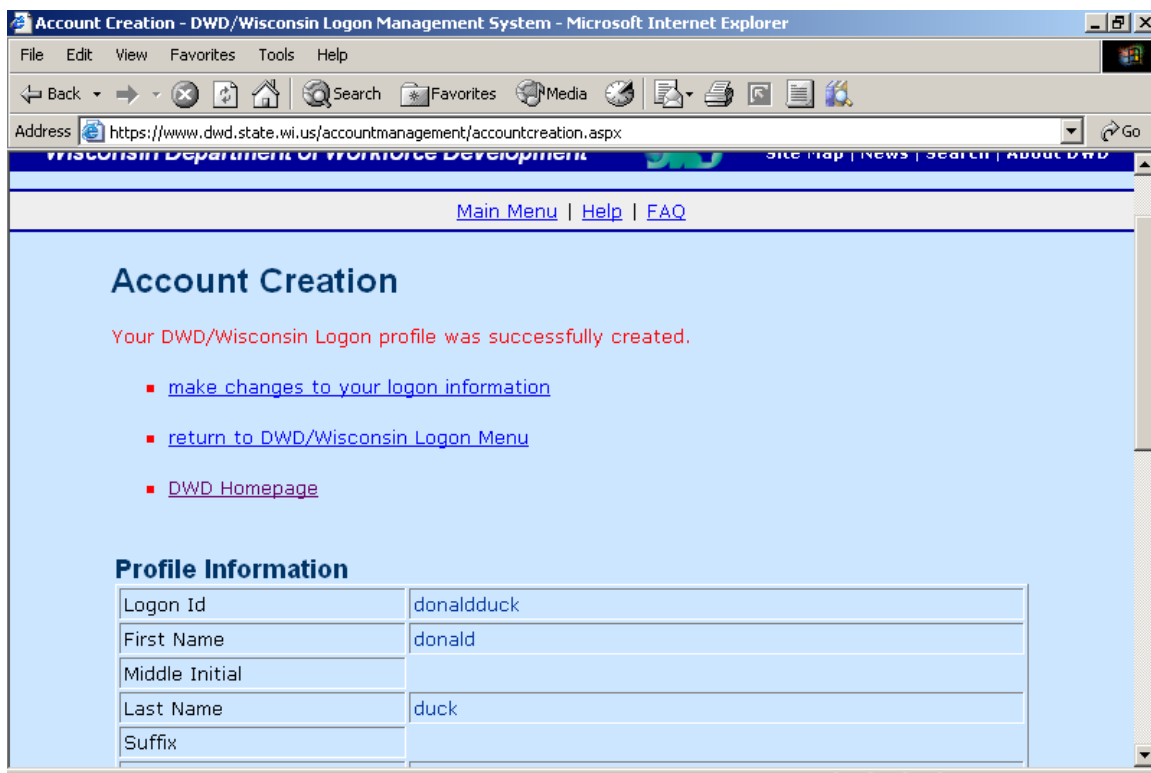Wisconsin Department of Workforce Development   Site Map | News | Search | About DWD

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Account Creation

Your DWD/Wisconsin Logon profile was successfully created.

- make changes to your logon information
- return to DWD/Wisconsin Logon Menu
- DWD Homepage

Profile Information

Logon Id	donaldduck
First Name	donald
Middle Initial	
Last Name	duck
Suffix	

In order to gain access to CSAW, you also must submit a Child Care Web Access Request form. Log onto: http://www.dwd.state.wi.us/dwd/forms/dws/DWSW_13358.htm to access the form. Print and carefully complete the form. The form must be signed by the child care coordinator and the security officer in your agency. They will fax the form to the state DWS Security. Once your security is set, you will receive an email from DWD Security.

After that you can log onto https://www.dwd.state.wi.us/dwscsaw/. "Enter Network Password' will display. Enter your user ID and password that you created above. **Mark this page under your Favorites or bookmarks.**

Enter Network Password

Please type your user name and password.

Site: dwdmadwsa059.dwd.state.wi.us

Realm   dwdmadwsa059.dwd.state.wi.us

User Name

Password

☐ Save this password in your password list

OK   Cancel

:

- ♦ **Help Desk contacts:** If you have problems completing the screens or you need a password reset, call the DWD Service Desk at 608-266-7252 between the hours of 6:00 AM and 6:00 PM Monday through Friday.   If you call outside that timeframe, your call will be answered, but you will not receive immediate assistance. A message will be referred to Service Desk staff, who will respond on the next business day.